
Chapter 13 – Module Administration

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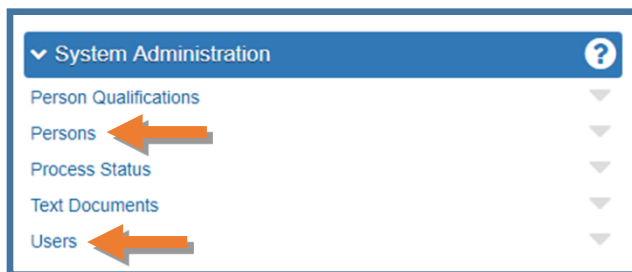
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Adding / Modifying AWP User Accounts

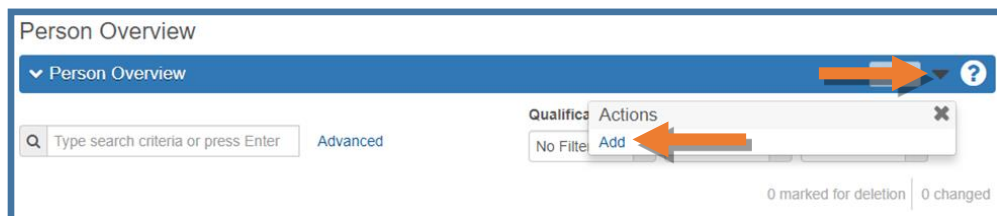
For adding and maintaining/modifying DOT employee AWP accounts, you will access to areas of the System Admin component: Persons and Users.

NOTE: Before adding consultants to AWP, they must be in the LDAP system.



To create a new account:

1. Log into AWP.
2. Make sure you are in the **Module Admin** role.
3. Select **Persons**.
4. Expand the Person Overview component **action menu** and select **Add**.



5. Verify the employees LDAP username by going to this site:
<https://ancldap.state.ak.us/dsgw/bin/csearch?context=dsgw>
6. In the **Person ID** field, enter the employee's LDAP username.
7. In the **Last Name** field, enter the employee's last name.
8. In the **First Name** field, enter the employee's first name.
9. Click **<Save>**.

A screenshot of the 'Add Person' form. The form has fields for 'Person ID', 'Last Name', 'First Name', and 'Previous Last Name'. The 'Person ID' field contains 'lmittle' and the 'Last Name' field contains 'Little'. The 'First Name' field contains 'Lauren'. An orange arrow points to the 'Save' button in the top right corner. Another orange arrow points to the 'Person ID' field, and a third points to the 'Last Name' field.

10. Expand the component **action menu** and select **Associate Person to a Domain**.

Person Summary

Person: Lauren M Little

General | Addresses | Administrative Offices

Person ID* | Rem | Actions

Imlittle | 0 | Add New

Last Name* | First | Associate Person to a Domain...

Mark as Reference Employee

11. Search for and select the username of the person. A green checkmark will appear next to the name selected.
12. Click the **<Associate>** button.

Associate Person to Domain

Agency User

☒

Search: little Advanced Showing 3 of 3 Directory: SOA AD LDAP 1 selected

User ID	First Name	Last Name
hrlittlefield	Hunter	Littlefield
✓ Imlittle	Lauren	Little
wflittlejohn	William	Littlejohn

Associate

13. Click the **User** quick link.

Overview | User | Person Qualification

Person Summary

Person: Lauren M Little

14. Select the **User Roles** tab.
15. Click the **<Select Roles>** button.
NOTE: Consultants are considered Agency Users, so the Agency User box should be checked for all DOT and consultants. Construction contractors are considered non-agency users.

User Summary

Person: Lauren Little

General | **User Roles** | Contract Authority | Source Authority | Devices

Person ID: littl

User ID: LDAP2\littl

Associated To Directory: Yes

Agency User: ☒

Disable User: ☐

Vendor Access:

Select Roles...

0 marked for deletion | 0 changed

16. Select the roles to add to the user. A green checkmark will appear next to the selected roles.
17. Click the **<Add to User>** button.
18. Click **<Save>**.

<input checked="" type="checkbox"/>	Project User	AK-Project User
<input type="checkbox"/>	PROJMAN	SAMPLE ROLE for Project Manager User (DO NOT MODIFY)
<input checked="" type="checkbox"/>	Proposal User	AK-Proposal User
<input type="checkbox"/>	RCCL User	AK-RCCL User
<input type="checkbox"/>	REFDATAUSER	SAMPLE ROLE for Reference Data User (DO NOT MODIFY)
<input type="checkbox"/>	SYSMANUSER	SAMPLE ROLE for System Management (DO NOT MODIFY)
<input type="checkbox"/>	System Admin	AK-System Admin
<input type="checkbox"/>	System Wide	AK-System Wide (EVERYTHING)
<input type="checkbox"/>	SYSWIDE	SAMPLE ROLE for System Wide Admin (DO NOT MODIFY)

Add to User

19. In the **Effective Date** field(s), click the calendar icon and select the correct date.
20. From the **Status** dropdown, select **Active**.
21. Click **<Save>**.

NOTE: If you are adding several roles to a user, you can enter the effective date and status for the first role and then range fill the rest if the same effective date and status apply.

User Summary

Person: Lauren Little

Save ?

General

User Roles

Contract Authority

Source Authority

Devices

Person ID

lmlittle

User ID

LDAP2\lmlittle

Associated To Directory

Yes

Agency User

☒

Disable User

☐

Vendor Access

Select Roles...

0 marked for deletion | 2 changed

Role ID	Role Description	Effective Date	Expiration Date	Status	Can Update Approved ...	Active Role	Active
Project User	AK-Project User	01/22/2018		ACTIVE - ...	<input type="checkbox"/>	Yes	No
Proposal User	AK-Proposal User	01/22/2018		ACTIVE - ...	<input type="checkbox"/>	No	No

Adding Consultants to AWP

Before consultants can be added to AWP, they must be in the LDAP system. Please check first to verify they are not already in the system, then you will need to submit a request to the ISSD Help Desk (dothelpdesk@alaska.gov). Below is a template to be used for that request. Make sure to update to singular instead of plural if only requesting one new user. As noted in the template, you should put ALL new users in one email when doing more than one in a similar time period.

You should receive a response from the help desk with the next steps required in order to get the username/password for your consultant(s). They will need to change their password after that at the SOA Password Change page (<https://aws.state.ak.us/password>).

Hello,

I am requesting SOA/LDAP accounts for the following DOT consultants:

- John Doe, [johndoe@consultantsrus.com](mailto: johndoe@consultantsrus.com) Consultants R Us, Co.
- Jane Doe, [janedoe@alsoaconsultant.com](mailto: janedoe@alsoaconsultant.com) That Other Company
- Etc

These users will not need remote access as they will be coming in to DOT offices for training, therefore they will be on the network at that time. For clarification, they will not need DOT accounts created. I am the sponsor for these accounts.

Please let me know the username/password once their setup is complete and I will take care of giving the consultants their account information.

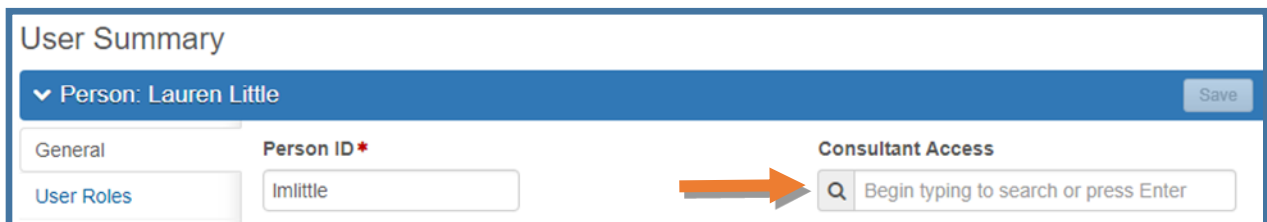
Thank you!

Your Name

Once the consultant's LDAP account is ready, create their AWP account by using the steps in the previous section (**Adding / Modifying AWP User Accounts**).

One additional step is necessary:

1. In the consultant's User Summary component, in the **Consultant Access** field, search for and select the name of the consultant company the individual works.
2. Click <Save>.

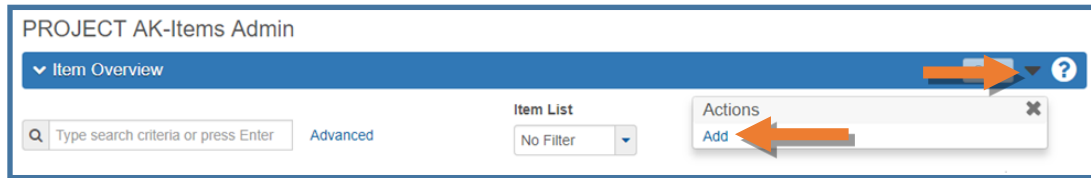


The screenshot shows the 'User Summary' form for a user named 'Lauren Little'. The form has a blue header bar with the user's name and a 'Save' button. Below the header, there are two tabs: 'General' and 'User Roles'. The 'General' tab is active, showing a 'Person ID' field with the value 'lmittle'. To the right of the 'Person ID' field is the 'Consultant Access' field, which contains a search bar with the placeholder text 'Begin typing to search or press Enter'. An orange arrow points from the 'Person ID' field to the 'Consultant Access' field.

Adding Items

To create a new item:

1. Log into AWP.
2. Make sure you are in as the **Items Admin** role.
3. Select the **Items** link.
4. Expand the Item Overview component **action menu** and select **Add**.
NOTE: If adding a regional special item, look up the last regional special number used in the section to identify the next available regional special number.



5. Item number formats:

- a. For Highways, Marine Facilities, and Public Facilities included in the Highways item list, the number format is:
NOTE: Marine Facilities has MF followed by a sequential number in the middle sequence (i.e. 504.MFo6.0000)

Spec book section

Indicates dimension, size, or type breakout for data

603.0001.0012

Designates Standard Item (0001-1999) or Regional Special Items (2000-8999)

- b. For Aviation and Public Facilities included in the Aviation item list the number format is:

Spec section

Indicates dimension, size, or type breakout for data

701D.010.0012

Sequential number assigned (mostly increments of 10)

- c. For Public Facilities in the Public Facilities list: 001 and up (sequential)
- d. For AMHS – Vessels: 000001 and up (sequential)

6. In the **Item ID** field, enter the appropriate item number.
7. In the **Item Description** field, enter the item name/description.
8. If you are creating 'generic' item that the designer will need to add an extra descriptor for, check the **Supplemental Required** checkbox. (i.e. Abutment Lifting, Abutment _____).
9. If the item you are creating is a furnished material (i.e. state-furnished material), check the **Furnished Material (on bid)** box. These are not placement or installation items that contractors bid on.

NOTE: Checking the Furnished Material box excludes the item from CENG calculations.

10. From the **Item List** dropdown, select the item list the new item should be added to.
 - a. Highways (add highways, facilities and marine highway terminals items to this list).
 - b. Aviation (add aviation and facilities items to this list).
 - c. AMHS Vessels (add AMHS Vessels items only to this list).
 - d. Public Facilities (add items for standalone PF projects to this list).
11. Check the **OJT Item** box if the item is a 'labor' item. (Relevant for all items being added to the highways item list only – includes MH Terminals items and facilities items)

NOTES:

- A 'labor' item is something that requires labor to install. For example, Furnish Structural Steel Piles is not a 'labor' item, but Drive Structural Steel Piles is a 'labor' item.
 - Other items that are considered not to be 'labor' items are:
 - Section 640 items
 - Section 641 items
 - Section 644 items
 - Section 645 items
 - Section 646 items
 - All contingent sum items
12. In the **Unit of Measure** dropdown, select the unit of measure for the new item.
 13. Click **<Save>**.

NOTES:

- If you made an error when creating an item and need it removed from the item list, contact a System Administrator.
- If a Regional Special item needs to be obsoleted because it is being turned into a Standard item, contact a System Administrator.
- If you need an item modified (number/description/unit of measure), follow these steps:
 - Check to see if the item has been used on a project (run the Item Usage report).
 - If the item has not been used, look up the item in the Items area and see who created the item.
 - Email the item creator to see if the change is okay.
 - Email a SysAdmin with the change and cc all the MA/Ts.

Add Item

▼ Add Item Save ?

Item ID *
203.2089.0000

Item Description *
Disposal of Unsuitable Material 🔍

Supplemental Description Required
☐

Furnished Material (Non Bid)
☐

Item List *
▼ → 10 - Highways
20 - Aviation
30 - AMHS-Vessels
40 - Public Facilities

OJT Item
☐

Unit of Measure *
CY - Cubic Yard ▼

Adding Funds

Unlike Fund Packages that can be created from scratch, Funds that need to be added to the Fund Packages on a project must be added to the Fund reference data. Don't delete funds unless you just created it and made an error. You don't want to delete any funds that may have been used on a project.

1. Log into AWP.
2. Make sure you are in as the **Module Admin** role.
3. Select the **Funds** link.



4. Expand the Fund Overview component **action menu** and select **Add**.

Fund Overview

▼ Fund Overview ?

🔍 Type search criteria or press Enter Advanced

Actions ×

Add ←


0 marked for deletion | 0 changed

**You may want to check out the existing list of funds to get an idea of what to put in each of the fields.

5. Click the **<New>** button.
6. In the **Fund ID** field, enter a description or short description of the funding source.
7. In the **Fund Description** field, enter the description of the funding source (will be same as Fund ID nearly always).
8. In the **Fund Type** dropdown, select the type of fund.
9. In the **Percentage** field, enter 100.
10. Click **<Save>**.

The screenshot shows the 'Add Fund' form. At the top right is a 'Save' button. Below the header, there's a 'New' button on the left. The form contains several fields: 'Fund ID' (with a dropdown arrow), 'Fund Description' (with a search icon), 'Fund Type' (a dropdown menu), and 'Percentage' (a text input field). Orange arrows point to the 'New' button, the 'Fund ID' field, the 'Fund Description' field, the 'Fund Type' dropdown, and the 'Percentage' field. The 'Fund ID' and 'Fund Description' fields contain the text 'City of Juneau'. The 'Fund Type' dropdown is set to 'Other'. The 'Percentage' field contains '100.0000'. At the top right, there's a status bar showing '1 added', '0 marked for deletion', and '0 changed'.

If you need to delete a fund you just created in error. NOTE: You cannot delete a fund that has been used on a project. AWP will give you a red error message.

1. Click the **Previous** button (or dropdown arrow) and return to the Fund Overview component.
2. Search for the fund you want to delete.
3. Expand the **row actions menu** on the right side and select **Delete**. The fund record is marked for deletion and users may "undo"  the action until the user clicks **<Save>**.

The screenshot shows a table with fund records. The first row is highlighted in blue. An 'Actions' menu is open for this row, showing options: 'Delete', 'Exclude from Search Results', 'Views', 'Attachments', 'Links', and 'Tracked Issues'. Orange arrows point to the 'Actions' menu and the 'Delete' option. The table has two columns: 'Fund ID' and 'Fund Type'. The first row contains 'City of Juneau' and 'Other'. The second row contains 'City of North Pole' and 'Other'. The third row contains 'FAA Grant' and 'Federal'. The fourth row contains 'FEMA' and 'Federal'.

> City of Juneau City of Juneau	Other 100.0000
> City of North Pole City of North Pole	Other 100.0000
> FAA Grant FAA Grant	Federal 100.0000
> FEMA FEMA	Federal 100.0000